



88TH PUTNAM COUNTY AGRICULTURAL FAIR

JULY 31-AUG. 9, 2014

Agenda

Board Meeting, July 10, 2014 at the *Cultural Arts Building* at the Fairgrounds

**5:00p Committee Meetings -- Elect Chair/Co-Chairs
Distribute Worksheet of Assignments
Events -- Gina, Brenda, John L., Wes, Cathy, Patsy, Carl**

Operations -- Tim, Jane, Jerry, David, Barbara, (2) New Fair Board Members

**5:30p Committee Meetings -- Elect Chair/Co-Chairs
Distribute Worksheets of Assignments**

Sponsorship -- Wes, Tim, Carl, Jerry, Cathy, David, Brenda, New Fair Board Member

Marketing -- David, Patsy, New Board Member, Gina, Barbara, Cathy, Jane

**Board will meet at 6:00p
Pam Thomas and Glenn Jones to be at the table with us.**

Prayer

1) Roll Call -- Jane

2) Approval of Agenda and Minutes of Last Meeting

3) Approval of Financial Report, Bills to be Paid, Checks and Contracts to be signed

Comments from Guests if they have issues to raise...

The primary focus of this board meeting will be to walk thru the ten day fair program and make assignments for each event

4) Old Business --

a) Update on fairgrounds work -- Glenn Jones

b) New Business

**1) Discuss the TAF Evaluation of our Fair -- Cathy/David
Handout provided -- at the end of this Agenda**

**Our two visitors: Debby Terry-Keith, 154 Old Mulberry Road
Fayetteville, TN 37334
James Spear, 3755 N. Cairo Bend Road
Lebanon, TN 37087**

2) Conflict of Interest Policy – signed forms to Jane/Patti for Audit File

3) Fundraising Update -- How much did we raise; Are Banners ready; Committee to put up the banners determined; etc.

4) Report on Last Minute Changes and Planning

Volunteers/Gates – Patsy

Junior Fair Board – Brenda

Fairest of the Fair – Gina

Entries – Kaye

Sponsorship – Wes, Cathy, Carl and Tim –

Public Relations and Marketing – David

Operations – Kim

Events – Cathy

Commercial and Educational Events – Patsy

Future Board Meeting Dates are:

Thursday, July 31, 2014 at the Fairgrounds
9:00a Board Meeting and Set Up of the Hog Barn for the

11:30a -- Ribbon Cutting and 12:00 Noon -- Lunch with County Commissioners

Thursday, September 4 – Evaluation Meeting – everyone bring summary of what was good, what needs to be better and what you want to see changed for next year's fair. Brenda bring summary of evaluation forms from Junior Fair Board.

Are all bills paid for the 88th Fair?

Review our By-Laws for changes to be made.

Thursday, October 2, 2014 -- Election of Officers, and Committee Assignment finalized; Committee meetings. 501C3 Status;

New Board Members; Discuss ten day schedule based on Evaluation Summary from this year's fair.

Thursday, November 6, 2014

Finalize the ten-day schedule *together* for the 89th Putnam County Fair

Thursday, December 4, 2014

Confirm via board vote what the ten-day schedule will be Plans for the Tennessee Association of Fairs Meeting in Nashville

TAF – paperwork, convention, state showcase – ALL

Merit/Premium Report – John A.

Reservations – Cathy/Jane/Patti

David/Brenda (shadowing)

State Showcase – Kim/Wes/David/Kay

Auction Items – Tim/Jerry/Gina/Brenda/Carl, John L. and Patsy

Photography – Barbara

Finalize First Draft of the ten-day schedule for 89th Fair.

Guidelines for Fair Evaluation

The following five areas of fair operation have been identified as the most important characteristics to consider in evaluating fairs. Fairs will be evaluated by official visitors based on this criteria. Information from both the Official Visitor Reports and the Merit Award Application will be used by the Merit Award Committee to rate a fair based on the criteria as outlined below in order of importance.

Get the Tennessee Association of Fairs Merit Awards Application

1. Agriculture/Livestock/Exhibits/Exhibitors

- ***Cleanliness in barns and exhibit buildings***
- ***Number of entries (information provided on application)***
- ***Quality and manner of displays***
- ***Diversification of breed shows***
- ***Preparedness***

2. General Appearance

- ***Cleanliness of grounds and buildings***
- ***Appearance of employees, volunteers and board members***
- ***Rest Rooms***
- ***Concession areas***
- ***Trash containers***
- ***Decorations***
 - ***Lighting***
 - ***Flags***
 - ***Streamers***
 - ***Signage***

3. Community Participation

- ***Educational exhibits (information provided on application)***
- ***Commercial exhibits (information provided on application)***
- ***Volunteers***
 - ***Civic clubs/church groups***
 - ***Rescue Squad/Civil Defense/Red Cross***
 - ***National Guard***
 - ***Youth groups/band boosters***
 - ***Law enforcement agencies***
- ***Senior citizens***
- ***Prison labor/juvenile court offenders***

4. Programs

- ***Entertainment areas and stages (location)***
- ***Variety of events***
- ***Appeals to all age levels***
- ***Daily attractions***
- ***Directional signs to entertainment areas***

- *Fairgrounds map*
- *Information board*
- *Secondary stages*
- *Roving acts*
- *Major acts such as thrill shows*

5. *Carnival*

- *Appearance/lights/painting*
- *Cleanliness*
- *Employee's appearance*
- *Promotions*
- *Prices*